

## **6.0 SUBMITTING FINANCIAL DATA**



## 6.0 Submitting Financial Data

### 6.0 SUBMITTING FINANCIAL DATA

This chapter will guide you through the actual submission process. To submit Unaudited submissions please refer to section 6.1 and to submit Audited submissions please refer to section 6.2. Section 6.3 describes the monitoring of your submission status after submitting to REAC.

#### 6.1 Unaudited Submission Process

The **Submit Data** page allows PHA users to submit data. After all required information is entered in FASS-PH for the PHA's submission, the user must access the Submit Data page to perform a submission completeness check and submit the data to REAC. If the submission is successful, a confirmation message displays; otherwise, the user must correct the data until the submission is valid. In the event that a PHA user is unable to submit his/her unaudited data due to unusual circumstances, the PHA user can request an extension request via the Unusual Circumstances Request page.

The **Submit Data** page also contains a Certification Statement. By submitting financial data electronically, the PHA user certifies that the data is accurate and complete and in accordance with the stated requirements.

Proceed to step 1 if you would like to submit your unaudited submission to REAC.



#### Note

**Unaudited Submission Process:** PHAs submit final **unaudited** financial data directly to HUD-REAC. The initial financial indicator score is calculated and posted. If follow-up audited data (see Audited Submission Process section 6.2) is not required, the initial financial indicator score is considered final.





## 6.0 Submitting Financial Data

### FINANCIAL ASSESSMENT – SUBMIT DATA

PHA Code : CA999  
PHA Name: HOMETOWN HOUSING AUTHORITY  
Fiscal Year End Date: 03/31/2005  
Submission Type: Unaudited/A-133

**Submit Data**

Submission Completeness Check button

Submission Completeness Check

**CERTIFICATION STATEMENT**

This is to certify that, to the best of my knowledge and belief, the information contained in this submission - including but not limited to the accompanying FDS and entity self assessment - is accurate and complete for the period described on data element lines G9000-010, G2000-021, and G2000-031.

By selecting Submit Financial Data, I declare that the foregoing is true and correct.

Certification Statement

LINE ITEM #	ACCOUNT DESCRIPTION	TOTAL
190	Total Assets	\$10,477,490
600	Total Liabilities and Equity	\$10,477,490
700	Total Revenue	\$1,481,155
969	Total Operating Expenses	\$1,560,754
970	Excess (Deficiency) of Operating Revenue Over (Under) Operating Expenses	\$-79,599
900	Total Expenses	\$1,991,285
1000	Excess (Deficiency) of Operating Revenue Over (Under) Expenses	\$-500,130

Submit Financial Data button

Submit Financial Data



## 6.0 Submitting Financial Data

### Step 1: *To validate and submit financial data:*

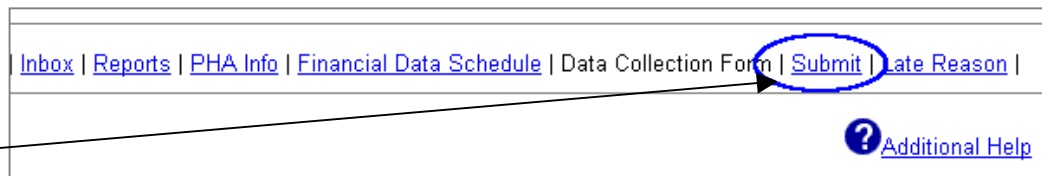
After you have completed mandatory information for the PHA Info, FDS and DCF, click on the Submit link at the top or bottom of any FASS-PH page. The **Submit Data** tab of the Submit page displays. (If starting on the Inbox page, select a submission from the table and click on the Draft link in the Status column. The Financial Data Schedule page for the selected submission displays. Click on the Submit link to access the Submit page.




#### Note

Remember to verify all data for accuracy prior to submitting the final data to HUD.  
**Data cannot be edited after it is submitted.**

Click on the Submit link.



### Step 2:

Click on the  button to validate the financial data.

The submission completeness check process performs two actions:

- ▲ It validates the submission data against system business rules and ensures that all FDS programs have been successfully validated.
- ▲ It validates the entity-wide submission data against pre-programmed 'edit flags.'

It is important to distinguish these two actions. All identified business rule errors must be corrected prior to continuing to the next program; however, any identified edit flags do not need to be corrected. **Business rules errors are mandatory, and edit flags are optional.** If you need to record a comment regarding one or more identified edit flags, click the Comments link at the top or bottom of the Revenue & Expense page.

One of the following types of messages will appear when clicking the

 button.



## 6.0 Submitting Financial Data

### FINANCIAL ASSESSMENT – SUBMISSION COMPLETENESS CHECK WITH ERRORS AND WITH EDIT FLAGS

PHA Code: CA999  
PHA Name: HOMETOWN HOUSING AUTHORITY  
Fiscal Year End Date: 03/31/2005  
Submission Type: Unaudited/A-133

Please use your Browser Back button to return to the previous screen.

Please correct the errors listed in the table below. These errors must be corrected prior to submission.

Business rule errors are identified. These must be corrected before submitting your data.

ACCOUNT NUMBER	ERROR MESSAGE
G4100-030	<b>14.103</b> This field is mandatory. Please enter a valid value for the Amount Expended (element # G4100-030).

Edit flags were identified for the program. These do not need to be resolved before submitting your data.

The edit flags below were triggered based upon the submission data for this program. Please review these edit flags and adjust any data, if necessary. Use the submission's Comments page to record a comment relating to any of the edit flags. Correction of these edit flags is not required. This information is provided for review only.

ACCOUNT NUMBER	EDIT FLAG DESCRIPTION
1001 and 1002	The amounts on lines 1001 and 1002 do not equal (entity-wide total). The PHA should verify the amounts reported on lines 1001 and 1002 for all programs. The PHA should verify whether it is a component unit of another reporting entity.
A-133 Threshold	An A-133 submission type has been selected and the Total Federal Awards Expended (line G4100-040) is less than the OMB Circular A-133 threshold of \$500,000. Please verify that the selected submission type is correct.
TFAE Compare	For Development: The Financial Data Schedule's federal expenditures (lesser of lines 706 + 706.1 + 708 or line 900 - 974 + 1002) does not reconcile to the federal expenditures identified on the Data Collection Form. The variance is over 10% of the reported revenue (lines 706 + 706.1 + 708).
TFAE Compare	For Section 8 Rental Voucher Program: The Financial Data Schedule's federal expenditures (lesser of lines 706 + 706.1 + 708 or line 900 - 974 + 1002) does not reconcile to the federal expenditures identified on the Data Collection Form. The variance is over 10% of the reported revenue (lines 706 + 706.1 + 708).



## 6.0 Submitting Financial Data

### FINANCIAL ASSESSMENT – SUBMISSION COMPLETENESS CHECK WITHOUT ERRORS AND WITH EDIT FLAGS

PHA Code: CA999  
PHA Name: HOMETOWN HOUSING AUTHORITY  
Fiscal Year End Date: 03/31/2005  
Submission Type: Unaudited/A-133

Business rule errors are not identified. The program was successfully validated. No further action is required for this program.

**Your submission completeness check is complete.**  
Please use your Browser Back button to return to the previous screen.

Edit flags were identified for the program. These do not need to be resolved before submitting your data.

The edit flags below were triggered based upon the submission data for this program. Please review these edit flags and adjust any data, if necessary. Use the submission's Comments page to record a comment relating to any of the edit flags. Correction of these edit flags is not required. This information is provided for review only.

ACCOUNT NUMBER	EDIT FLAG DESCRIPTION
1001 and 1002	The amounts on lines 1001 and 1002 do not equal (entity-wide total). The PHA should verify the amounts reported on lines 1001 and 1002 for all programs. The PHA should verify whether it is a component unit of another reporting entity.
A-133 Threshold	An A-133 submission type has been selected and the Total Federal Awards Expended (line G4100-040) is less than the OMB Circular A-133 threshold of \$500,000. Please verify that the selected submission type is correct.
TFAE Compare	For Development: The Financial Data Schedule's federal expenditures (lesser of lines 706 + 706.1 + 708 or line 900 - 974 + 1002) does not reconcile to the federal expenditures identified on the Data Collection Form. The variance is over 10% of the reported revenue (lines 706 + 706.1 + 708).
TFAE Compare	For Section 8 Rental Voucher Program: The Financial Data Schedule's federal expenditures (lesser of lines 706 + 706.1 + 708 or line 900 - 974 + 1002) does not reconcile to the federal expenditures identified on the Data Collection Form. The variance is over 10% of the reported revenue (lines 706 + 706.1 + 708).

### FINANCIAL ASSESSMENT – SUBMISSION COMPLETENESS CHECK WITHOUT ERRORS AND WITH EDIT FLAGS

PHA Code: CA999  
PHA Name: HOMETOWN HOUSING AUTHORITY  
Fiscal Year End Date: 03/31/2005  
Submission Type: Unaudited/Non-A-133

Business rule errors are not identified. The program was successfully validated. No further action is required for this program.

**Your submission completeness check is complete.**  
Please use your Browser Back button to return to the previous screen.

No edit flags were identified for the program.

No additional edit flags were generated for this submission.

#### Step 3:

If there are no errors, a confirmation message displays indicating the submission is complete and in accordance with the business rules. All programs must be validated to successfully pass the submission completeness check.



## 6.0 Submitting Financial Data



### Note

A PHA only needs to resolve the identified business rule errors. Any identified edit flags do not need to be resolved prior to submission. Edit flags are intended to identify potential review issues that could possibly lead to a Rejection or Conditional Acceptance. It is recommended that you provide comments for each identified edit flag to assist the HUD during the review process. If you need to record a comment regarding one or more identified edit flags, click the [Comments](#) link at the top or bottom of the Revenue & Expense page.

### Step 4:

Click on the browser Back  button to return to the **Submit Data** page.

### Step 5:

Read the *Certification Statement* on the **Submit Data** tab page.

#### CERTIFICATION STATEMENT

**This is to certify that, to the best of my knowledge and belief, the information contained in this submission - including but not limited to the accompanying FDS and entity self assessment - is accurate and complete for the period described on data element lines G9000-010, G2000-021, and G2000-031.**

**By selecting Submit Financial Data, I declare that the foregoing is true and correct.**

### Step 6:

Click on the  button at the bottom of the table to submit the financial data. A confirmation message displays indicating that the submission is now ready for the next stage. **Please print this confirmation page for your records.**

The confirmation message will vary depending on whether the submission is unaudited (transmitted to REAC) or audited (ready for IPA Review).



## 6.0 Submitting Financial Data

---

### MESSAGE FOR: UNAUDITED SUBMISSION TRANSMITTED TO REAC

**Congratulations - your submission has been successfully transmitted to REAC. Currently, the submission is in "Ready for Scoring/Review" status. Upon review by the FASS-PH Team, the submission status will change to either "Approved" or "Rejected". Please check your submission status 25 days after transmission.**

**For Section 8 only PHAs, after the submission is successfully transmitted to REAC, the submission status will change to "Section 8 Submitted".**

---

PHA Code:	CA999
PHA Name:	HOMETOWN HOUSING AUTHORITY
Fiscal Year End:	03/31/2005
Submission Type:	Unaudited/Non-A-133
Date/Time:	Apr 12 2004 3:56PM
Confirmation Key:	7033000000-16517408-56-5-RVS

#### Unaudited Submission:

If you are submitting an unaudited submission, click on the browser Back button to return to the Submit Data tab page. Then, click the Inbox link to return to the Inbox. Your submission's status has changed from *Draft* to *Ready for Scoring*. The submission will be scored during the nightly batch process. After REAC completes the internal review and the status changes to *Approved*, you may begin your audited submission process. However, if your submission's status is *Rejected*, you must create a new submission, correct the errors, validate, and resubmit your data to REAC.

#### Section 8 Submitted:

If you are submitting a Section 8 Submitted submission, click on the browser Back button to return to the Submit Data tab page. Then, click the Inbox link to return to the Inbox. Your submission's status has changed from *Draft* to *Section 8 Submitted*. The submission will not be scored, and you may begin your audited submission process after submitting your unaudited submission.

Please refer to section 6.3 for monitoring your submission status.



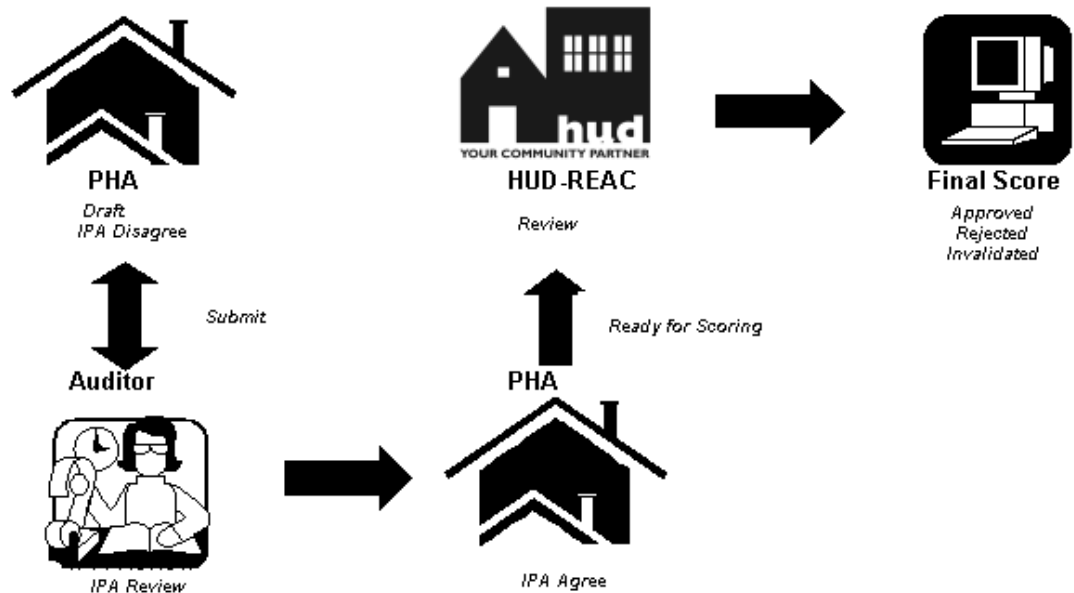
## 6.0 Submitting Financial Data

### 6.2 Audited Submission Process



#### Note

**Audited Submission Process:** For **audited submissions**, unaudited data is submitted to HUD-REAC first and an initial score is calculated (see Unaudited Submission Process section 6.1). Then after the audited submission process is completed, the initial financial indicator score is adjusted as necessary to produce the final score. Final audited data is submitted in two stages – first, the data is submitted for IPA verification (and the submission status changes from *Draft* to *IPA Review*). The auditor verifies the data for accuracy. Then, if the auditor determines that the data is accurate (a submission with *IPA Agree* status), the PHA can submit the final data to REAC. If the auditor determines that the data is not accurate (a submission with *IPA Disagree* status), then the PHA must correct the discrepancies and resubmit the data for IPA verification (the submission status will change from *IPA Disagree* to *IPA Review*).





## 6.0 Submitting Financial Data

### FINANCIAL ASSESSMENT – SUBMIT DATA

PHA Code : CA999  
PHA Name: HOMETOWN HOUSING AUTHORITY  
Fiscal Year End Date: 03/31/2005  
Submission Type: Audited/Non-A-133

Submit Data Auditor Procedures

Submission Completeness Check

Submission Completeness Check button

CERTIFICATION STATEMENT

This is to certify that, to the best of my knowledge and belief, the information contained in this submission - including but not limited to the accompanying FDS and entity self assessment - is accurate and complete for the period described on data element lines G9000-010, G2000-020, and G2000-030.

By selecting Submit Financial Data, I declare that the foregoing is true and correct.

Certification Statement

LINE ITEM #	ACCOUNT DESCRIPTION	TOTAL
190	Total Assets	\$4,728,358
600	Total Liabilities and Equity	\$4,728,358
700	Total Revenue	\$529,501
969	Total Operating Expenses	\$603,805
970	Excess (Deficiency) of Operating Revenue Over (Under) Operating Expenses	\$-74,304
900	Total Expenses	\$838,521
1000	Excess (Deficiency) of Operating Revenue Over (Under) Expenses	\$-299,020

Submit Financial Data button

Submit Financial Data

## 6.0 Submitting Financial Data

### Step 1: *To validate and submit financial data:*

After you have completed mandatory information for the PHA Info, FDS, DCF and Notes and Finding page (audits only), click on the Submit link at the top or bottom of any FASS-PH page. The **Submit Data** tab of the Submit page displays. (If starting on the Inbox page, select a submission from the table and click on the Draft link in the Status column. The Financial Data Schedule page for the selected submission displays. Click on the Submit link to access the Submit page.)




#### Note

Remember to verify all data for accuracy prior to submitting the final data to HUD.  
**Data cannot be edited after it is submitted.**

Click on the Submit link.



### Step 2:

Click on the  button to validate the financial data.

The submission completeness check process performs two actions:

- ▲ It validates the submission data against system business rules and ensures that all FDS programs have been successfully validated.
- ▲ It validates the entity-wide submission data against pre-programmed 'edit flags.'

It is important to distinguish these two actions. All identified business rule errors must be corrected prior to continuing to the next program; however, any identified edit flags do not need to be corrected. **Business rules errors are mandatory, and edit flags are optional.** If you need to record a comment regarding one or more identified edit flags, click the Comments link at the top or bottom of the Revenue & Expense page.

One of the following types of messages will appear when clicking the

 button.



## 6.0 Submitting Financial Data

### FINANCIAL ASSESSMENT – SUBMISSION COMPLETENESS CHECK WITH ERRORS AND WITH EDIT FLAGS

PHA Code: CA999  
PHA Name: HOMETOWN HOUSING AUTHORITY  
Fiscal Year End Date: 03/31/2005  
Submission Type: Audited/Non-A-133

Please use your Browser Back button to return to the previous screen.

Please correct the errors listed in the table below. These errors must be corrected prior to submission.

Business rule errors are identified. These must be corrected before submitting your data.

Edit flags were identified for the program. These do not need to be resolved before submitting your data.

ERROR MESSAGE	
	If the Multiple DUNS Indicator is Yes then you must enter an DUNS in the first field of the Multiple DUNS details page.

The edit flags below were triggered based upon the submission data for this program. Please review these edit flags and adjust any data, if necessary. Use the submission's Comments page to record a comment relating to any of the edit flags. Correction of these edit flags is not required. This information is provided for review only.

ACCOUNT NUMBER	EDIT FLAG DESCRIPTION
144 and 347	The amounts on lines 144 and 347 do not equal (entity-wide total). The PHA should verify the amounts reported on lines 144 and 347 for all programs. The PHA should verify whether it is a component unit of another reporting entity.
DCF Financial Statements	The PHA selected Yes on one or more of the following lines: G3000-005, G3000-020, G3000-030, G3000-040, and G3000-050. This will result in an automatic reduction of points. The PHA should verify that the selection is correct. These lines exist on the Financial Statements tab of the Data Collection Form.



## 6.0 Submitting Financial Data

### FINANCIAL ASSESSMENT – SUBMISSION COMPLETENESS CHECK WITHOUT ERRORS AND WITH EDIT FLAGS

Business rule errors are not identified. The program was successfully validated. No further action is required for this program.

PHA Code: CA999  
PHA Name: HOMETOWN HOUSING AUTHORITY  
Fiscal Year End Date: 03/31/2005  
Submission Type: Audited/Non-A-133

Your submission completeness check is complete.  
Please use your Browser Back button to return to the previous screen.

Edit flags were identified for the program. These do not need to be resolved before submitting your data.

The edit flags below were triggered based upon the submission data for this program. Please review these edit flags and adjust any data, if necessary. Use the submission's Comments page to record a comment relating to any of the edit flags. Correction of these edit flags is not required. This information is provided for review only.

ACCOUNT NUMBER	EDIT FLAG DESCRIPTION
144 and 347	The amounts on lines 144 and 347 do not equal (entity-wide total). The PHA should verify the amounts reported on lines 144 and 347 for all programs. The PHA should verify whether it is a component unit of another reporting entity.
DCF Financial Statements	The PHA selected Yes on one or more of the following lines: G3000-005, G3000-020, G3000-030, G3000-040, and G3000-050. This will result in an automatic reduction of points. The PHA should verify that the selection is correct. These lines exist on the Financial Statements tab of the Data Collection Form.

### FINANCIAL ASSESSMENT – SUBMISSION COMPLETENESS CHECK WITHOUT ERRORS AND WITH EDIT FLAGS

Business rule errors are not identified. The program was successfully validated. No further action is required for this program.

PHA Code: CA999  
PHA Name: HOMETOWN HOUSING AUTHORITY  
Fiscal Year End Date: 03/31/2005  
Submission Type: Audited/Non-A-133

Your submission completeness check is complete.  
Please use your Browser Back button to return to the previous screen.

No edit flags were identified for the program.

No additional edit flags were generated for this submission.

### Step 3:

If there are no errors, a confirmation message displays indicating the submission is complete and in accordance with the business rules. All programs must be validated to successfully pass the submission completeness check.



## 6.0 Submitting Financial Data



### Note

A PHA only needs to resolve the identified business rule errors. Any identified edit flags do not need to be resolved prior to submission. Edit flags are intended to identify potential review issues that could possibly lead to a Rejection or Conditional Acceptance. It is recommended that you provide comments for each identified edit flag to assist the HUD during the review process. If you need to record a comment regarding one or more identified edit flags, click the [Comments](#) link at the top of bottom of the Revenue & Expense page.

### Step 4:

Click on the browser Back  button to return to the **Submit Data** page.

### Step 5:

Read the *Certification Statement* on the **Submit Data** tab page.

#### CERTIFICATION STATEMENT

**This is to certify that, to the best of my knowledge and belief, the information contained in this submission - including but not limited to the accompanying FDS and entity self assessment - is accurate and complete for the period described on data element lines G9000-010, G2000-021, and G2000-031.**

**By selecting Submit Financial Data, I declare that the foregoing is true and correct.**

### Step 6:

Click on the  button at the bottom of the table to submit the financial data. A confirmation message displays indicating that the submission is now ready for the next stage. **Please print this confirmation page for your records.**

### Step 7:

#### **Audited Submission:**

If you are submitting an audited submission (not yet reviewed by an IPA), click on the browser Back button to return to the Submit Data tab page. Then, click the Inbox link to return to the Inbox. Your submission's status has changed from *Draft* to *IPA Review*. The designated auditor will conduct a review and the submission's status will change from *IPA Review* to either *IPA Agree* or *IPA Disagree*. If your submission's status is *IPA Agree*, you may then submit your auditor-verified data to REAC to be scored. However, if your submission's status is *IPA Disagree*, you must correct the errors, validate, and resubmit your data to your IPA. You may access the Auditor Procedure page via the Submit link to view the procedures your IPA reviewer disagreed with.



## 6.0 Submitting Financial Data

### MESSAGE FOR: AUDITED SUBMISSION READY FOR IPA REVIEW

Please make sure your Independent Public Accountant completes the second step of the audited submission process. If you have any questions regarding this process, please contact your REAC analyst.

PHA Code: CA999  
PHA Name: HOMETOWN HOUSING AUTHORITY  
Fiscal Year End: 03/31/2005  
Submission Type: Audited/Non-A-133  
Date/Time: Apr 12 2004 4:18PM  
Confirmation Key: 7033000000-16517409-57-5-IPR

STATUS	PHA CODE	PHA NAME	TYPE	FISCAL YEAR END	DATE RECEIVED	FASS ANALYST
<a href="#">IPA Review</a>	CA999	HOMETOWN HOUSING AUTHORITY	Audited/Non-A-133	03/31/2005	04/12/2004	Tester - M00202 FASPHA

### Step 8: Submitting Auditor-Verified Data to REAC :

From the **Inbox** page, query for your audited submission and click on the **IPA Agree** link in the Status column. The Financial Data Schedule page for the selected submission displays.

PHA Code	Submission Type	<b>Instructions:</b> To create a new submission, select the desired PHA and hit the GO button. Then select the Create New Submission link. WARNING - Only open one submission at a time to avoid data corruption problems.
<input type="text" value="CA999"/>	<input type="text" value="Audited"/>	
Status	Fiscal End Year	
<input type="text" value="ALL"/>	<input type="text" value="3/31"/> <input type="text" value="2005"/> <input type="button" value="Go"/>	

STATUS	PHA CODE	PHA NAME	TYPE	FISCAL YEAR END	DATE RECEIVED	FASS ANALYST
<a href="#">IPA Agree</a>	CA999	HOMETOWN HOUSING AUTHORITY	Audited/Non-A-133	03/31/2005	04/12/2004	Tester - M00202 FASPHA

**Note:** If your submission's status is *IPA Disagree*, you must correct the errors and resubmit your data to your IPA. Repeat this process until your submission has a status of *IPA Agree*. You may access the Auditor Procedure page via the Submit link to view the procedures your IPA reviewer disagreed with.

### Step 9: On **Financial Data Schedule** page, click on the **Submit** link at the top or bottom of the page, the **Submit** page displays.



## 6.0 Submitting Financial Data

| [Inbox](#) | [Reports](#) | [PHA Info](#) | Financial Data Schedule | [Data Collection Form](#) |  
| [Notes & Findings](#) | [Comments](#) | [Submit](#) | [Late Reason](#) | [Material Difference Reason](#) |  
| [LOCCS/HUDCAPS](#) |

Click on the  
Submit link.

[? Additional Help](#)

### Step 10:

The Submit Data screen will appear. The Submit Data tab will be black (and inactive) to indicate that it is currently being viewed. The second tab, the Auditor Procedures tab, will be only lightly shaded to indicate that it is active and can be selected if the user chooses to view the Auditor Procedures page.

PHA Code : CA999  
PHA Name: HOMETOWN HOUSING AUTHORITY  
Fiscal Year End Date: 03/31/2005  
Submission Type: Audited/Non-A-133

Submit Data

Auditor Procedures

**CERTIFICATION STATEMENT**  
  
This is to certify that, to the best of my knowledge and belief, the information contained in this submission - including but not limited to the accompanying FDS and entity self assessment - is accurate and complete for the period described on data element lines G9000-010, G2000-020, and G2000-030.  
  
By selecting Submit Financial Data, I declare that the foregoing is true and correct.

LINE ITEM #	ACCOUNT DESCRIPTION	TOTAL
190	Total Assets	\$4,728,358
600	Total Liabilities and Equity	\$4,728,358
700	Total Revenue	\$529,501
969	Total Operating Expenses	\$603,805
970	Excess (Deficiency) of Operating Revenue Over (Under) Operating Expenses	\$-74,304
900	Total Expenses	\$838,521
1000	Excess (Deficiency) of Operating Revenue Over (Under) Expenses	\$-299,020

Submit Financial Data





## 6.0 Submitting Financial Data

### Step 11:

Click on the  button at the bottom of the table to submit the financial and audit data to REAC. *Remember – once the data is submitted to REAC, users cannot edit the data.*

A confirmation message displays.


#### MESSAGE FOR: AUDITED SUBMISSION TRANSMITTED TO REAC

**Congratulations - your submission has been successfully transmitted to REAC. Currently, the submission is in "Ready for Scoring/Review" status. Upon review by the FASS-PH Team, the submission status will change to either "Approved" or "Rejected". Please check your submission status 25 days after transmission.**

**For Section 8 only PHAs, after the submission is successfully transmitted to REAC, the submission status will change to "Section 8 Submitted".**

PHA Code:	CA999
PHA Name:	HOMETOWN HOUSING AUTHORITY
Fiscal Year End:	03/31/2005
Submission Type:	Audited/Non-A-133
Date/Time:	Apr 14 2004 11:09AM
Confirmation Key:	7033000000-16517412-57-5-RVS

### Step 12:

Click on the browser  button to return to the **Submit Data** tab page.

#### Section 8 Submitted:

If you are submitting a Section 8 Submitted submission, click on the browser Back button to return to the Submit Data tab page. Then, click the Inbox link to return to the Inbox. Your submission's status has changed from *Draft* to *Section 8 Submitted*. The submission will not be scored, and you may begin your audited submission process after submitting your unaudited submission.

Please refer to section 6.3 for monitoring your submission status.



## 6.0 Submitting Financial Data

### 6.3 Monitoring Submission Status

#### Submission Status Changes

After PHAs submit their financial information to REAC, several changes in status can occur. Some status changes will differ depending on the type of PHA (Low Rent Only/Combined or Section 8 Only). Please review the following for both Unaudited and Audited submissions:

#### 6.3.1 **Ready for Scoring status** (applicable for Low Rent/Combined PHAs)

The nightly batch process will score the submissions at which point the status will change from *Ready for Scoring* to *Review*.

STATUS	PHA CODE	PHA NAME	TYPE	FISCAL YEAR END	DATE RECEIVED	FASS ANALYST
<a href="#">Ready for Scoring</a>	CA999	HOMETOWN HOUSING AUTHORITY	Audited/Non-A-133	03/31/2005	04/12/2004	Tester - M00202 FASPHA

| [Top of Page](#) |

| [Create New Submission](#) | [Unusual Circumstance Request](#) |

| [Inbox](#) | [Reports](#) | [Delete Draft Submission](#) |

#### 6.3.2 **Review status** (applicable for Low Rent/Combined PHAs)

Submissions with Review status will be internally reviewed by REAC.

STATUS	PHA CODE	PHA NAME	TYPE	FISCAL YEAR END	DATE RECEIVED	FASS ANALYST
<a href="#">Review</a>	CA999	HOMETOWN HOUSING AUTHORITY	Audited/Non-A-133	03/31/2005	04/12/2004	Tester - HFPHAL FASPHA

**Note:** Users have the ability to view their scores immediately after they have been scored rather than having to wait for the PHAS scores to be released. The Review Score page is accessible via the [Review Score](#) link.

Click on the  
[Review Score](#)  
link.

| [Inbox](#) | [Reports](#) | [PHA Info](#) | Financial Data Schedule | [Data Collection Form](#) | [Notes & Findings](#) |

| [Submit](#) | [Late Reason](#) | [Review Score](#) | [Material Difference Reason](#) |



## 6.0 Submitting Financial Data

After clicking on the Review Score link, the user will be brought to the Review Score page:

Review Score		
INDICATORS & AUDIT FLAG PENALTIES		Points
Current Ratio	9.00*	<a href="#">[Details]</a>
Number of Months Expendable Fund Balance	9.00*	<a href="#">[Details]</a>
Tenant Receivable Outstanding	3.93	<a href="#">[Details]</a>
Occupancy Loss	0.00*	<a href="#">[Details]</a>
Net Income or Loss Divided by the Expendable Fund Balance	1.50	<a href="#">[Details]</a>
Expense Management	1.50	<a href="#">[Details]</a>
<b>RAW SCORE</b>		24.930

*Note: An asterisk next to the score indicates an outlier.*

*Note: This submission was filed as a component unit of a larger entity.*

### 6.3.3: **Approved status** (applicable for Low Rent/Combined PHAs)

*To access a submission that has been Approved:*

For this example, select the following values for each field.

PHA Code: **CA999**  
Submission Type: **Unaudited/A-133 Audit**  
Status: **Approved**  
Fiscal End Year: **3/31, 2005**

**Financial Assessment**  
**Electronic Submission**  
U.S. Department of Housing and Urban Development  
Real Estate Assessment Center (REAC)



[Create New Submission](#) | [Unusual Circumstance Request](#) |

[Inbox](#) | [Reports](#) | [Delete Draft Submission](#) |

[? Additional Help](#)

PHA Code	Submission Type
<input type="text" value="CA999"/>	<input type="text" value="Audited"/>
Status	Fiscal End Year
<input type="text" value="Approved"/>	<input type="text" value="3/31"/> <input type="text" value="2005"/> <input type="button" value="Go"/>

#### Instructions:

To create a new submission, select the desired PHA and hit the GO button. Then select the Create New Submission link. WARNING - Only open one submission at a time to avoid data corruption problems.



## 6.0 Submitting Financial Data

---

Click on the [Go](#) button. If there is a submission that has been approved by REAC the Inbox will display one or more submissions with a status of Approved.

STATUS	PHA CODE	PHA NAME	TYPE	FISCAL YEAR END	DATE RECEIVED	FASS ANALYST
<u>Approved</u>	CA999	HOMETOWN HOUSING AUTHORITY	Audited/Non-A-133	03/31/2005	04/12/2004	Tester - HFPHAM FASPHA

Click on the Approved link.


The Financial Data Schedule information for the PHA is displayed on the screen.

If the submission was Conditionally Accepted a *Conditional Acceptance Reasons* link will display.



## 6.0 Submitting Financial Data

**Financial Assessment**  
**Electronic Submission**  
U.S. Department of Housing and Urban Development  
Real Estate Assessment Center (REAC)



[Inbox](#) | [Reports](#) | [PHA Info](#) | Financial Data Schedule | [Data Collection Form](#) |

[Notes & Findings](#) | [Comments](#) | [Submit](#) | [Late Reason](#) | [Review Score](#) |

[Material Difference Reason](#) | [LOCCS/HUDCAPS](#) | [Conditional Acceptance Reasons](#) |

Click on  
Conditional  
Acceptance  
Reasons link

SELECT A PROGRAM  
Low Rent Public Housing

SELECT AN ACCOUNTING METHOD  
Full Accrual - Post GASB 34

**Instructions:**  
Select a Program and Accounting Method. Then press the "GO" button to refresh the page. Click the Validate button to verify the data against the system business rules.

PHA Code : CA999  
PHA Name: HOMETOWN HOUSING AUTHORITY  
Fiscal Year End Date: 03/31/2005  
Submission Type: Audited/Non-A-133

Balance Sheet		Revenue & Expense	
LINE ITEM #	DESCRIPTION	VALUE	DETAILS
<b>Assets</b>			
<b>Current Assets</b>			
<b>Cash:</b>			
111	Cash - Unrestricted	\$ 300,000	---
115	Cash - Restricted for Payment of Current Liabilities	\$ 50,000	---
112	Cash - Restricted - Modernization and Development	\$ 7,696	---
113	Cash - Other Restricted	\$ 8,459	---
114	Cash - Tenant Security Deposits	\$ 20,000	---
100	<b>Total Cash</b>	<b>\$ 386,155</b>	---
<b>Receivables:</b>			
121	Accounts Receivable - PHA Projects	\$ 4,000	---

Internal REAC personnel will record "Conditional Acceptance Comments" for submissions that are Conditionally Accepted. External users can then view these comments in the Conditional Acceptance Reasons page.

Click on the Conditional Acceptance Reasons link to access the comments provided by Internal REAC personnel.

The Conditional Acceptance Reasons page will be displayed with the conditional acceptance comments provided by REAC for further review.



## 6.0 Submitting Financial Data

### Financial Assessment **Electronic Submission** U.S. Department of Housing and Urban Development Real Estate Assessment Center (REAC)



| [Inbox](#) | [Reports](#) | [PHA Info](#) | [Financial Data Schedule](#) | [Data Collection Form](#) |

| [Notes & Findings](#) | [Comments](#) | [Submit](#) | [Late Reason](#) | [Review Score](#) |

| [Material Difference Reason](#) | [LOCCS/HUDCAPS](#) | Conditional Acceptance Reasons |

[? Additional Help](#)

PHA Code: CA999  
PHA Name: HOMETOWN HOUSING AUTHORITY  
Fiscal Year End Date: 03/31/2005  
Submission Type: Audited/Non-A-133

#### Conditional Acceptance Reasons

DESCRIPTION	VALUE
Comments:	Conditional Acceptance Comments entered for user's manual.

Comments  
provided by  
REAC for  
further  
review.

[Top of Page](#)

| [Inbox](#) | [Reports](#) | [PHA Info](#) | [Financial Data Schedule](#) | [Data Collection Form](#) |

| [Notes & Findings](#) | [Comments](#) | [Submit](#) | [Late Reason](#) | [Review Score](#) |

| [Material Difference Reason](#) | [LOCCS/HUDCAPS](#) | Conditional Acceptance Reasons |

[? Additional Help](#)

| [User Guide and System Documentation](#) | [Technical Assistance Center](#) |



#### Note

Note: Not all Approved submissions will have a conditional acceptance reasons link. Only those submissions that were “conditionally accepted” by REAC will display the Conditional Acceptance Reasons link.

You have successfully completed your submissions. However, there is a possibility that your submission will later be invalidated.

Please refer to section 6.3.7 for submission with invalidated status.



## 6.0 Submitting Financial Data

### 6.3.4 **Rejected status** (applicable for Low Rent/Combined PHAs)

To access a submission that has been rejected:

For this example, select the following values for each field.

PHA Code: **CA999**  
Submission Type: **Unaudited/A-133 Audit**  
Status: **Rejected**  
Fiscal End Year: **3/31, 2005**

| [Inbox](#) | [Delete Draft Submission](#) |

[? Additional Help](#)

PHA Code	Submission Type
<input type="text" value="ALL"/>	<input type="text" value="ALL"/>
Status	Fiscal End Year
<input type="text" value="Rejected"/>	<input type="text" value="3/31"/> <input type="text" value="2005"/> <input type="button" value="Go"/>

**Instructions:**  
To create a new submission, select the desired PHA and hit the GO button. Then select the Create New Submission link.  
WARNING - Only open one submission at a time to avoid data corruption problems.

STATUS	PHA CODE	PHA NAME	TYPE	FISCAL YEAR END	DATE RECEIVED	FASS ANALYST
--------	----------	----------	------	-----------------	---------------	--------------

Click on the  button. If there is a submission that has been rejected by REAC the Inbox will display one or more submissions with a status of [Rejected](#).

STATUS	PHA CODE	PHA NAME	TYPE	FISCAL YEAR END	DATE RECEIVED	FASS ANALYST
<a href="#">Rejected</a>	CA999	HOMETOWN HOUSING AUTHORITY	Audited/Non-A-133	03/31/2005	04/13/2004	Tester HFPHA FASPH

Click on the [Rejected](#) link.

The **Rejection Reason Details** page displays, which provides the PHA with a description and value for each reason the submission is rejected.



## 6.0 Submitting Financial Data

### FINANCIAL ASSESSMENT – REJECTION REASON DETAILS

Financial Assessment

## Electronic Submission

U.S. Department of Housing and Urban Development  
Real Estate Assessment Center (REAC)



[Inbox](#) | [Reports](#) | [PHA Info](#) | [Financial Data Schedule](#) | [Data Collection Form](#) |

[Notes & Findings](#) | [Comments](#) | [Submit](#) | [Late Reason](#) | [Review Score](#) |

[Material Difference Reason](#) | [LOCCS/HUDCAPS](#) | [Rejection Reasons](#) |

[? Additional Help](#)

PHA Code: CA999

PHA Name: HOMETOWN HOUSING AUTHORITY

Fiscal Year End Date: 03/31/2005

Submission Type: Audited/Non-A-133

#### Rejection Reason Details

DESCRIPTION	VALUE
Programs Not Reported	No
Financial Information Not Consistent with GAAP Method Selected	No
Financial Information Not Properly Classified/Reported/Stated	Yes
Agency's FY Different from Records	Yes
Programs Combined	Yes
Unexplained Indicators Affecting Indicators or Score	Yes
Material Non-Compliance with GAGAS	Yes
Other	Yes
Comments	
Rejection Reasons	

View the rejection reasons reported by REAC internal reviewers.

The **Rejection Reason Details** page provides PHA users with a description for a submission being rejected. The PHA receives advance notice in its Inbox prior to receipt of the rejection letter from the Real Estate Assessment Center. The status of a submission displays as “Rejected” and a link allows the PHA to access the **Rejection Reason Details** page.

You must create a new resubmission, correct the errors, and resubmit for approval. You can access the Rejection Reason Details page to view comments by the internal reviewers at REAC.

Refer to **Chapter 10 Resubmitting Rejected/Invalidated Submissions** for information regarding the aforementioned page and to for resubmission details.





## 6.0 Submitting Financial Data

### 6.3.5 **Section 8 Submitted status** (applicable for Section 8 Only PHAs)

Submissions from Section 8 Only PHAs have different statuses. Their final status is *Section 8 Submitted* and they are not scored.

STATUS	PHA CODE	PHA NAME	TYPE	FISCAL YEAR END	DATE RECEIVED	FASS ANALYST
<a href="#">Section 8 Submitted</a>	CA999	HOMETOWN HOUSING AUTHORITY	Audited/Non-A-133	03/31/2005	04/12/2004	Tester - MI FASPH

### 6.3.6 **Late Presumptive Failure status** (applicable for Low Rent/Combined PHAs)

Submissions that are Late Presumptively Failed display in the inbox as Late Presumptive Failure.

STATUS	PHA CODE	PHA NAME	TYPE	FISCAL YEAR END	DATE RECEIVED	FA ANALYST
<a href="#">Late Presumptive Failure</a>	CA999	HOMETOWN HOUSING AUTHORITY	Audited/Non-A-133	03/31/2005	04/12/2004	

The possible reasons for submissions that are Late Presumptively Failed (LPF) are:

- PHA did not submit Unaudited and/or Audited submission.
- Submission was received after the due date.
- Unaudited submission was LPF'd, therefore, Audited submission was also LPF'd.

If you need to resubmit after an LPF, please contact your Financial Analyst.

### 6.3.7 **Invalidated status** (applicable for Low Rent/Combined PHAs)

If a previously approved submission or a submission that was LPF'd is invalidated, you must create a new resubmission, correct the errors, and resubmit for approval. Refer to Chapter 10 for resubmission details.

STATUS	PHA CODE	PHA NAME	TYPE	FISCAL YEAR END	DATE RECEIVED	FA ANALYST
<a href="#">Invalidated</a>	CA999	HOMETOWN HOUSING AUTHORITY	Audited/Non-A-133	03/31/2005	04/13/2004	



## 6.0 Submitting Financial Data

Click on the Invalidated link.

The Financial Data Schedule information for the PHA is displayed on the screen.

An Invalidation Comments link will display at the top of screen.

**Financial Assessment**  
**Electronic Submission**  
U.S. Department of Housing and Urban Development  
Real Estate Assessment Center (REAC)



| [Inbox](#) | [Reports](#) | [PHA Info](#) | [Financial Data Schedule](#) | [Data Collection Form](#) |

| [Notes & Findings](#) | [Comments](#) | [Submit](#) | [Late Reason](#) | [Review Score](#) |


| [Material Difference Reason](#) | [LOCCS/HUDCAPS](#) | [Invalidation Comments](#) |

 [Additional Help](#)

SELECT A PROGRAM

Business Activities 

SELECT AN ACCOUNTING METHOD

Full Accrual - Pre GASB 34 

**Instructions:**

Select a Program and Accounting Method. Then press the "GO" button to refresh the page. Click the Validate button to verify the data against the system business rules.

PHA Code : FL016

PHA Name: THE HOUSING AUTHORITY OF THE CITY OF SANFORD, FLORIDA

Fiscal Year End Date: 06/30/2001

Submission Type: Audited/A-133

Balance Sheet		Revenue & Expense	
LINE ITEM #	DESCRIPTION	VALUE	DETAILS
<b>Assets</b>	<b>Current Assets</b>		
	<b>Cash:</b>		
111	Cash - Unrestricted		---
112	Cash - Restricted - Modernization and Development		---
113	Cash - Other Restricted		---
114	Cash - Tenant Security Deposits		---

Internal REAC personnel will record "Invalidation Comments" for submissions that are Invalidated. External users can then view these comments on the Invalidation Comments page.

Click on the Invalidation Comments link to access the comments provided by Internal REAC personnel.



## 6.0 Submitting Financial Data

---

| [Inbox](#) | [Reports](#) | [PHA Info](#) | [Financial Data Schedule](#) | [Data Collection Form](#) |

| [Notes & Findings](#) | [Comments](#) | [Submit](#) | [Late Reason](#) | [Review Score](#) |

| [Material Difference Reason](#) | [LOCCS/UDCAPS](#) | Invalidation Comments |

 [Additional Help](#)

PHA Code: CA999  
PHA Name: HOMETOWN HOUSING AUTHORITY  
Fiscal Year End Date: 03/31/2005  
Submission Type: Audited/Non-A-133

### Invalidation Comments

DESCRIPTION	VALUE
Comments:	This submission was invalidated because....

[Top of Page](#)

---

| [Inbox](#) | [Reports](#) | [PHA Info](#) | [Financial Data Schedule](#) | [Data Collection Form](#) |

| [Notes & Findings](#) | [Comments](#) | [Submit](#) | [Late Reason](#) | [Review Score](#) |

| [Material Difference Reason](#) | [LOCCS/UDCAPS](#) | Invalidation Comments |

---